
 CareerClusters[®] Business Management & Administration	Recommended Program of Study for: Administrative Services				 CTE[™]
Career Cluster: Business Management & Administration			Career Pathway: Administrative Support		
9th Grade	10th Grade	11th Grade	12th Grade	Postsecondary	
English I	English II	English III	English IV	College of Southern Nevada Great Basin College Nevada State College Truckee Meadows Community College University of Nevada, Las Vegas University of Nevada, Reno Western Nevada College	
Algebra I	Geometry	Algebra II	Senior Level Math Course		
Biology	Chemistry or Geoscience	Science Course or Elective ¹	Elective ¹		
Health / Computer Literacy	World History	US History	US Government		
Physical Education	Physical Education	Foreign Language ² or Elective ¹	Foreign Language ² or Elective ¹		
Business Software Applications	Office Management I	Office Management II ³	Office Management Advanced Studies	Career and Technical Student Organizations	
Work-Based Learning		State Articulation Agreements for CTE College Credit			
Job Shadowing Internship / Work Experience Career Day / Career Fair Field Trips / Guest Speakers		Secondary Program Requirements Student must earn the state Certificate of Skill Attainment certificate in Administrative Services		Postsecondary Credit Options College of Southern Nevada 12 Credits Great Basin College 12 Credits Truckee Meadows Community College 16 Credits	FBLA
CTE Assessments³		State Recognized Industry Certifications		High Wage - High Skill - High Demand Careers⁴	
End of Program Technical Assessment for Administrative Services Workplace Readiness Skills Assessment (for Employability Skills Standards)		Certification To Be Determined Provider		Administrative Assistant Office Manager Accounting Clerk	Executive Assistant Legal Secretary

This Program of Study is based upon the state requirements needed for an Advanced Diploma. Academic course names may vary among school districts.

¹ Electives may include arts and humanities courses or other career and technical education courses that relate to the program of study.

² Foreign Language courses are recommended if a student is planning on entering a university. (See individual university admission policies)

³ CTE Assessments will be administered during the completion level CTE course.

⁴ For additional career and employment information visit <http://www.nvcis.intocareers.org/> and <http://www.NevadaYouth.org>